

# Backing Up Your Data



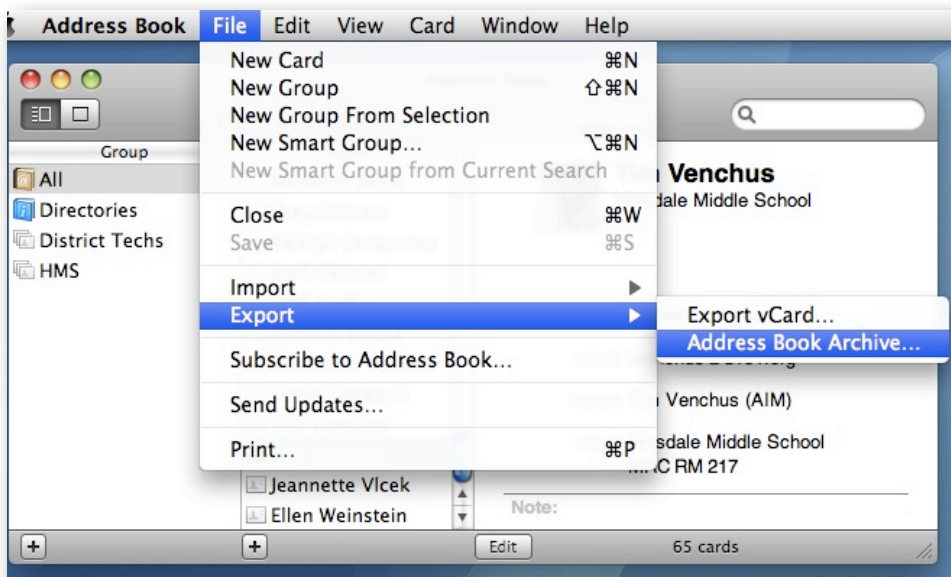
In today's world of advancing technology, you may have figured out by now that it is not 100% reliable. Thus, it is important to keep up to date backups of the data on your computer. This tutorial will explain two methods of backing up data - one method using an external hard drive, the other using blank DVDs.

Before we jump into transferring files to an external hard drive or a DVD, there are a few applications that we need to back up (if you use these).



## Address Book Archive

Open up the Address Book application



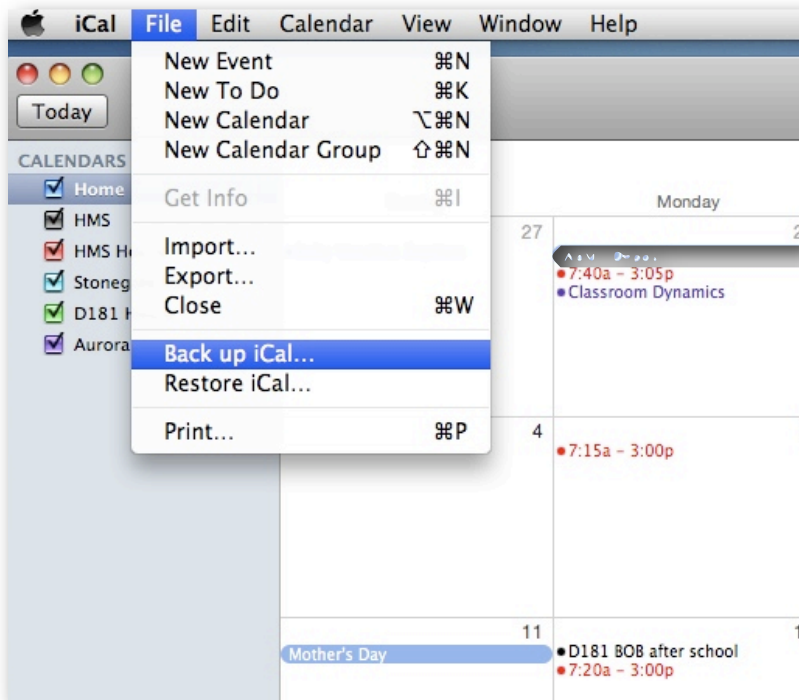
In the File menu, select  
Export>Address Book Archive...

A window will pop up that will ask you to name the file and choose where it will be saved. Save it in your Documents folder for future access.



## iCal Backup

Open up the iCal application



In the File menu, select Back up iCal...

A window will pop up that will ask you to name the file and choose where it will be saved. Save it in your Documents folder for future access.

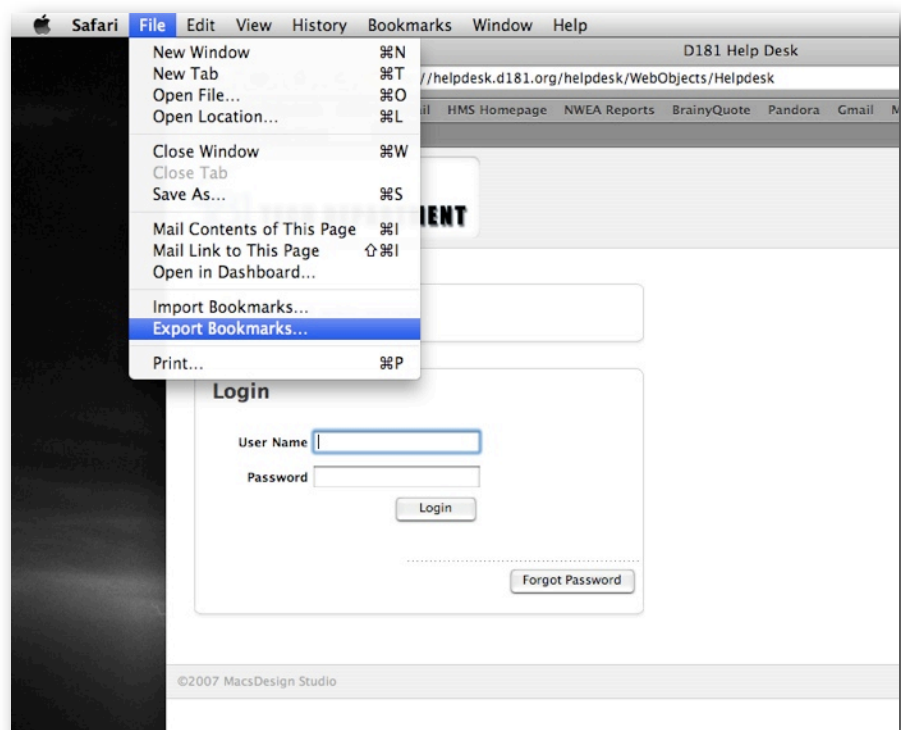
## Exporting Bookmarks



If you are using Safari:

In the File menu, select Export Bookmarks...

A window will pop up that will ask you to name the file and choose where it will be saved. Save it in your Documents folder for future access.

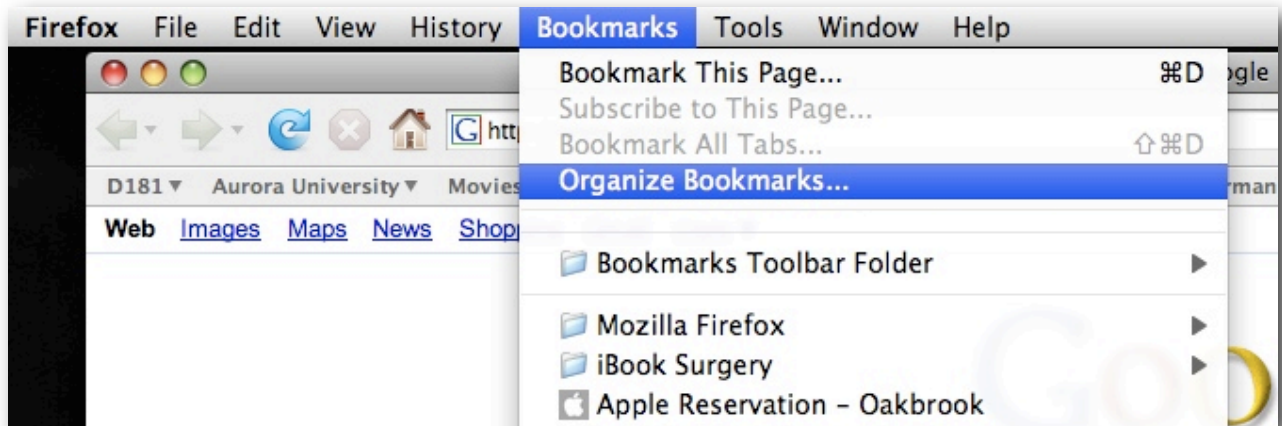




If you are using Firefox:  
Version 2.x.x

To Determine the Version:  
Select Firefox > About Mozilla Firefox

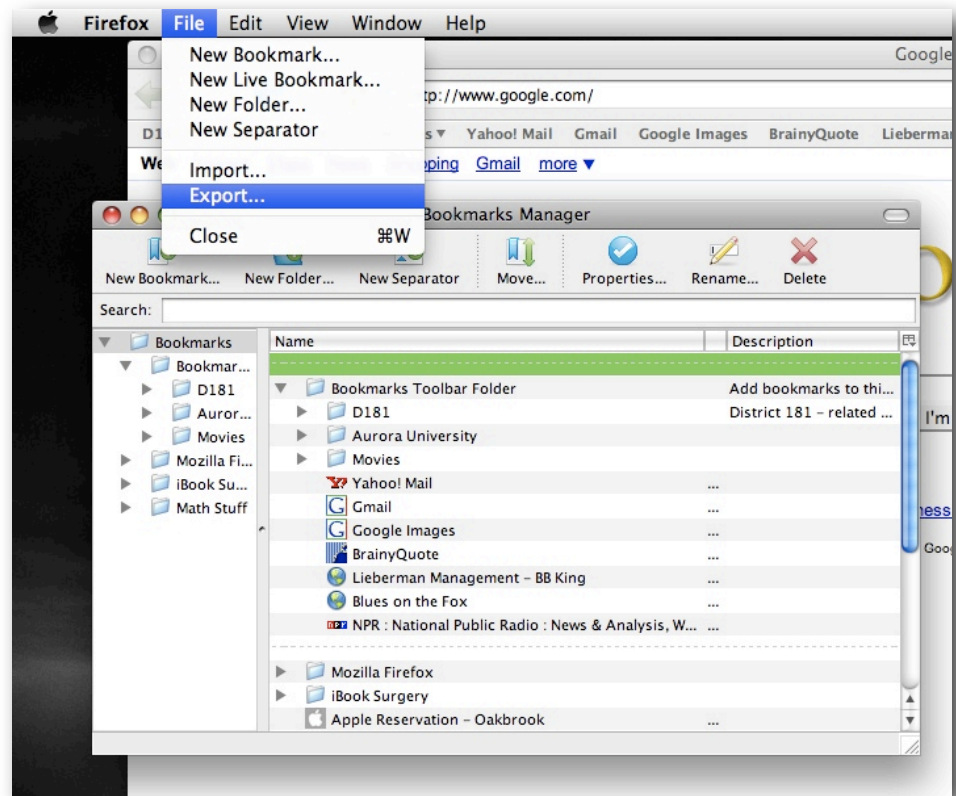
In the Bookmarks menu, select Organize Bookmarks...



A new window called "Bookmarks Manager" will appear. In the File menu, select Export...

Another window will pop up that will ask you to name the file and choose where it will be saved. Save it in your Documents folder for future access.

After exporting your bookmarks, you may close the Bookmarks Manager window.

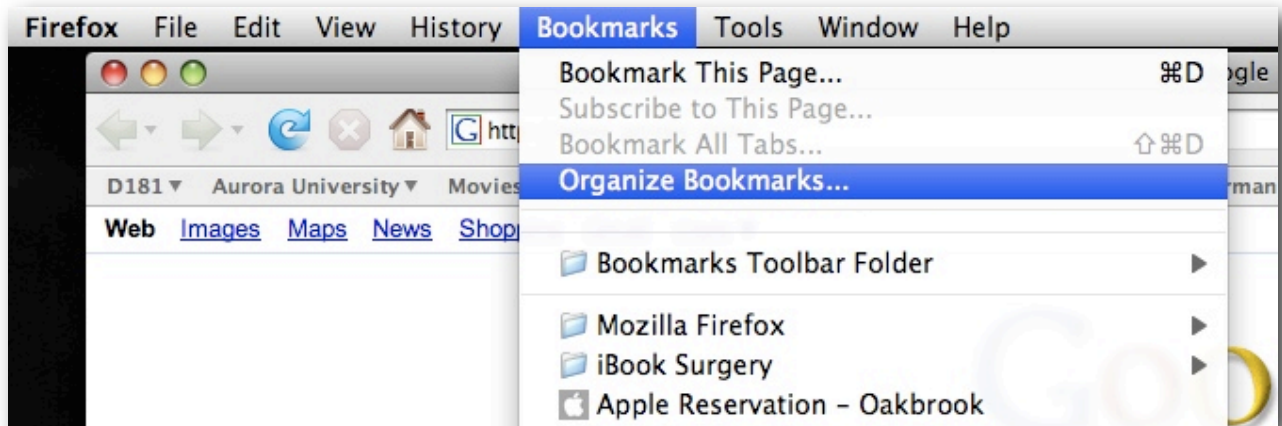




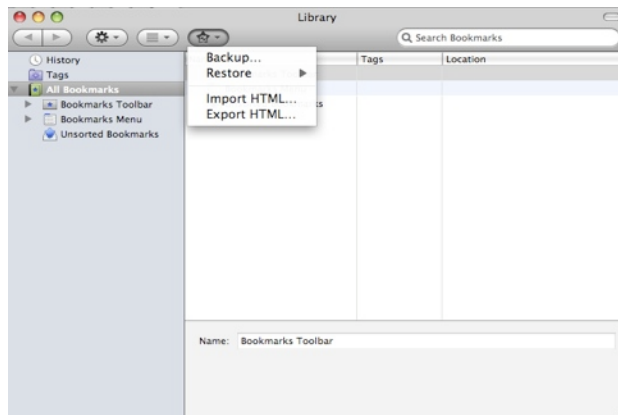
If you are using Firefox:  
Version 3.x.x

To Determine the Version:  
Select Firefox > About Mozilla Firefox

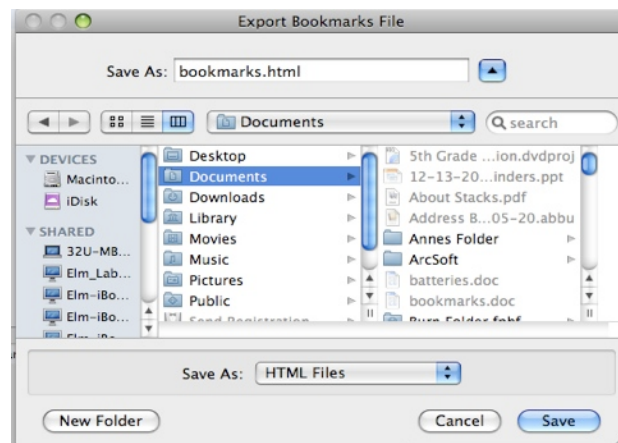
In the Bookmarks menu, select Organize Bookmarks...



A new window called "Library" will appear. In the File menu, select Export HTML...



Another window will pop up that will ask you to name the file and choose where it will be saved. Save it in your Documents folder for future access.



After exporting your bookmarks, you may close the Export Bookmarks File window.

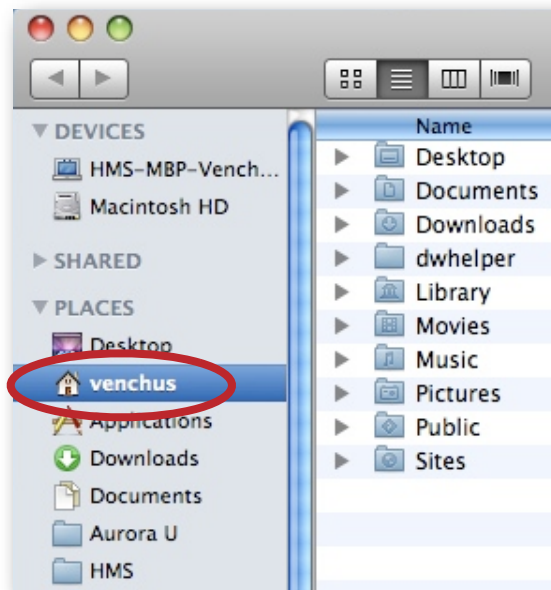


## Home Folder

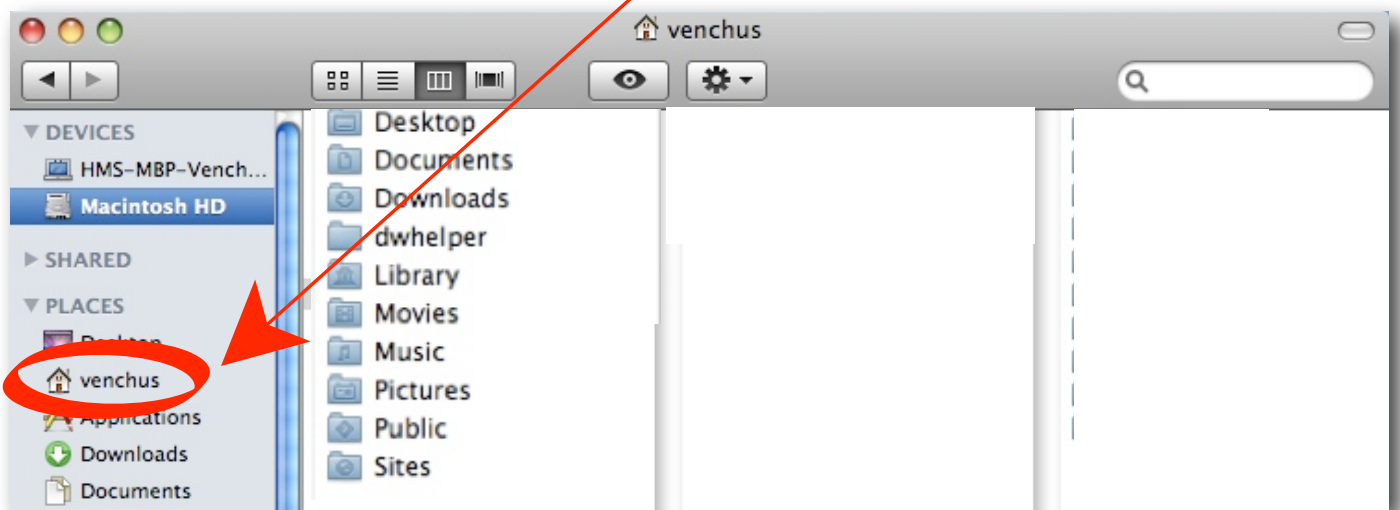
The Home Folder is basically your account folder. It stores **all** of the files, folders (Desktop, Documents, Pictures, Music, Movies, etc.), preferences, and application data that you create while logged into your account. This is the most important folder that you will want to back up.



In the Finder Window,  
this is your Home Folder



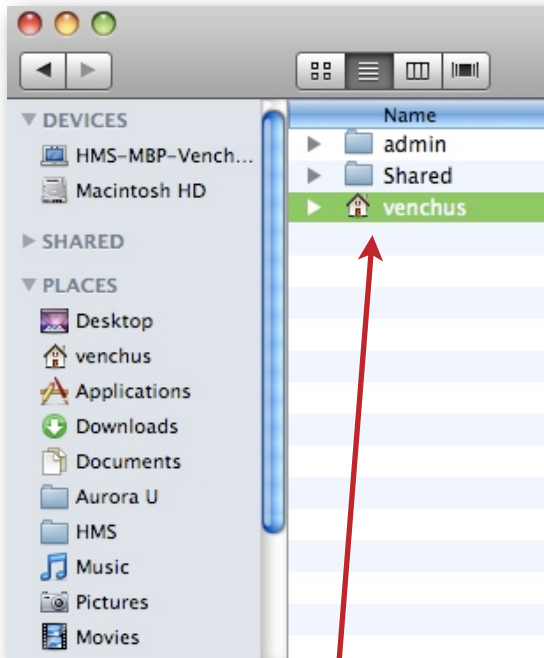
You can also locate the Home Folder by opening Macintosh HD, then selecting your Home folder





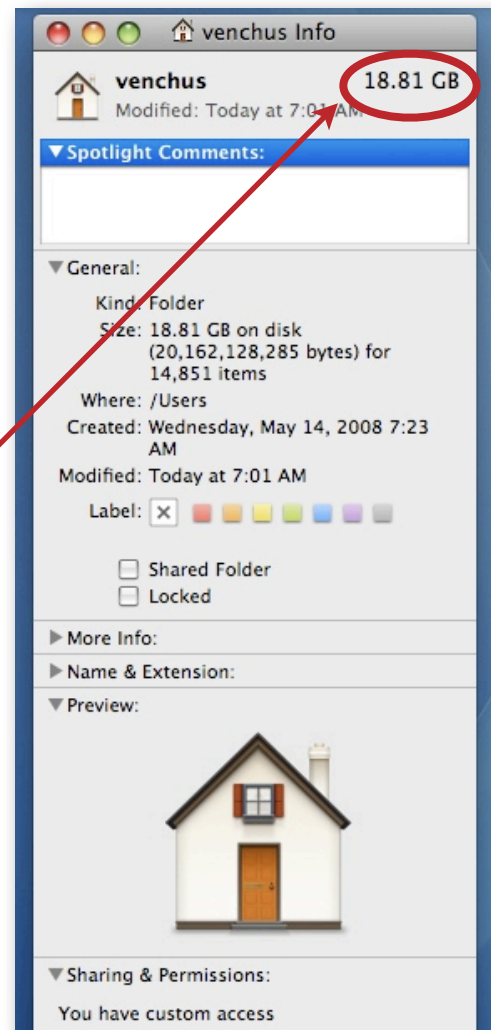
## Home Folder Size

The size of your Home Folder is important. It will dictate how many DVDs you will need or if you would be better off using an external hard drive. Typically, a DVD will hold about 4.5GB of data and an external hard drive can hold anywhere from 30GB to 1000GB (1TB).



If you do not have an external hard drive but have more than 4.5GB of data, you will have to split up your data onto multiple DVDs e.g. one DVD with your Desktop, Documents, and Libraries folders, and one DVD with your Music, Pictures, and Movies folders.

To check the Home Folder size, we will use the “Get Info” Window.



Click once on your Home Folder to highlight it and press **command-i** to open up the Info Window.

The size of the folder will appear in the upper right hand corner of the window.

In this example, you would back up to an external hard drive or use five DVDs.

Get Info Window

## Backing Up Your Data

Finally! You can start backing up your data.

### If you are using an external hard drive

Open the external hard drive by double-clicking on the icon.

Create a new folder by clicking on the Action button and selecting New Folder.

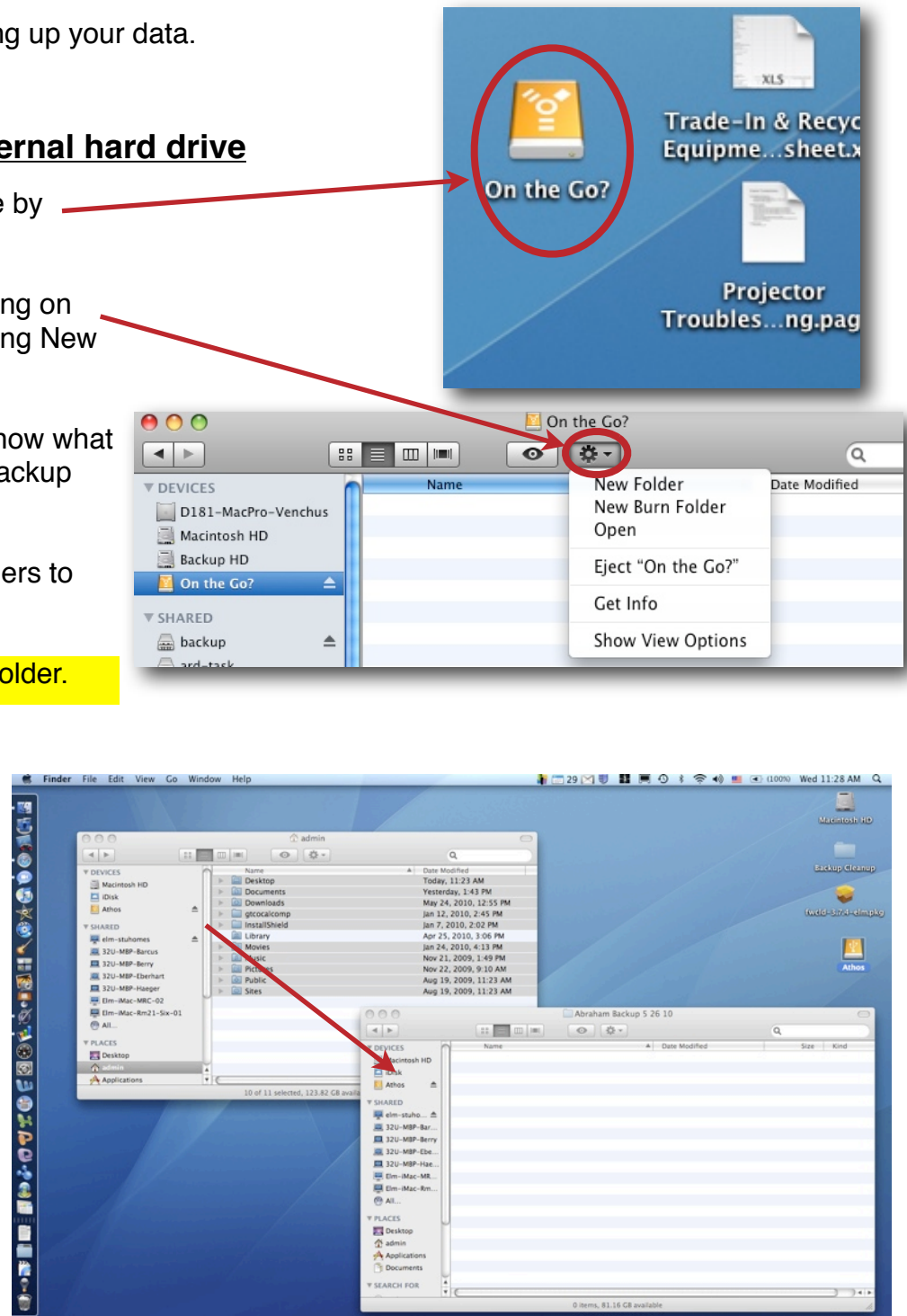
Rename the folder so you know what it contains, e.g. "Abraham Backup 5 26 10".

Then, drag the following folders to your "backup" folder:

**Don't Backup Your Library Folder.**

- Desktop
- Documents
- Downloads
- Movies
- Music
- Pictures
- Public
- Sites

In this example I have 2 extra folders InstallShield & gtcocalcomp that I also wanted to backup.



When the files are finished copying, you can eject the external hard drive and store it for later use.

## If you are using DVDs

Check the size of your Home Folder using the instructions above.

If the size is less than 4.5GB, burn all folders within the Home Folder to a DVD using the “**How to Burn a Data DVD**” instructions.

If the size exceeds 4.5GB, you will have to split up the contents of your Home Folder into sections of no more than 4.5GB. You can use the Get Info Window (highlight the folder, press **command-i**) to find out the size of a folder\*\*\*.

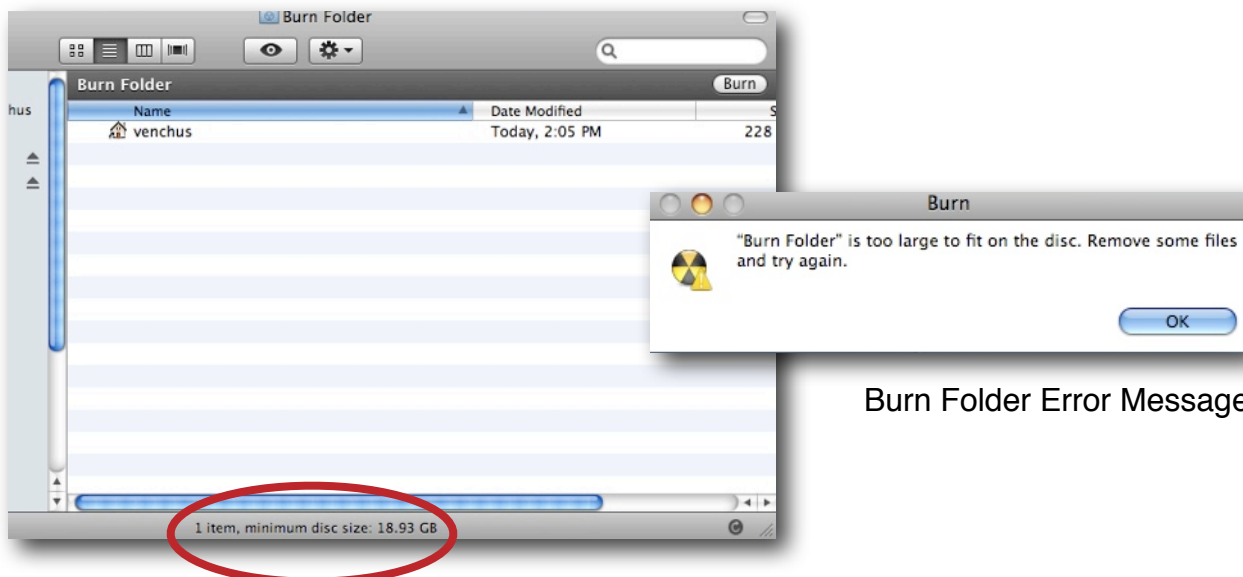
**IT IS VERY IMPORTANT THAT EVERYTHING IN YOUR HOME FOLDER MAKES IT ONTO THE DVD(S), BUT THE FOLDERS BELOW IN BOLD ARE MOST IMPORTANT:**

- **Desktop**
- **Documents**
- Downloads
- **Movies**
- **Music**
- **Pictures**
- Public
- Sites (*if you use iWeb, make sure to get this one*)

Do not backup your LIBRARY folder. This will be recreated on your new computers.

Once you have decided how to split your folders/files, follow the burning instructions using

\*\*\*The Burn Folder will also tell you how much room your files are taking up and if it is possible to burn all of your data on one disc. In the example below, you would have to split up the folders into 5 DVDs.



Burn Folder Error Message



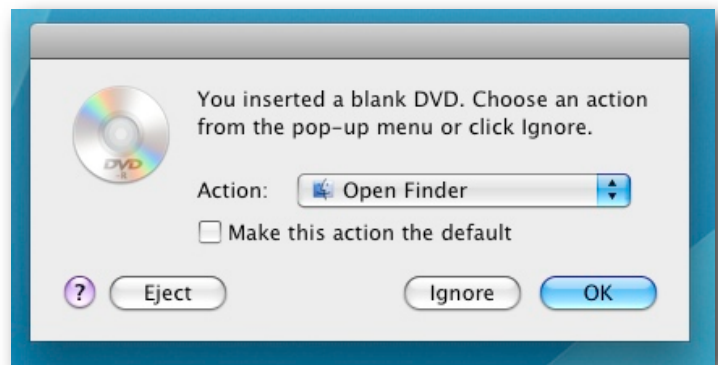
# How to Burn a Data DVD

Welcome to the exciting world of disc burning! As you may or may not know, there are multiple disc types that can be burned including: Audio CDs (the kind you play in a CD player), Data CDs/ DVDs (the kind that hold individual files for backup purposes), and DVD Movies (the kind you play in a DVD player).

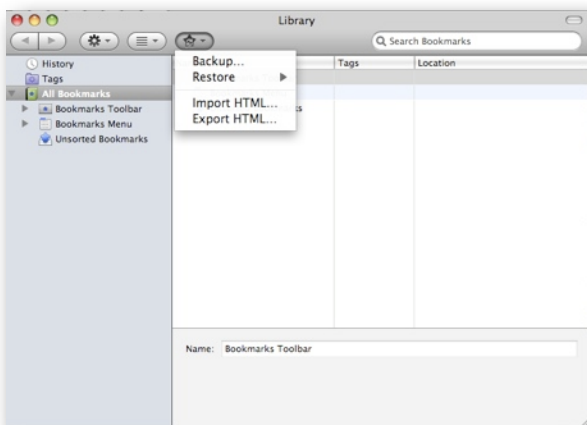
This quick tutorial will cover the burning of Data DVDs in four easy steps.

## Step 1: Insert a blank DVD into your computer

This window may appear after inserting the blank DVD. Make sure that the Action is "Open Finder." Click OK.



## Step 2: Open your Home Folder and the blank DVD

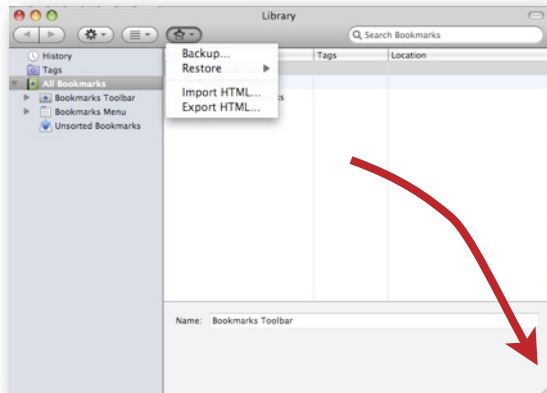


- Click the Finder guy in your dock to open a new Finder window.
- Navigate to your Home Folder



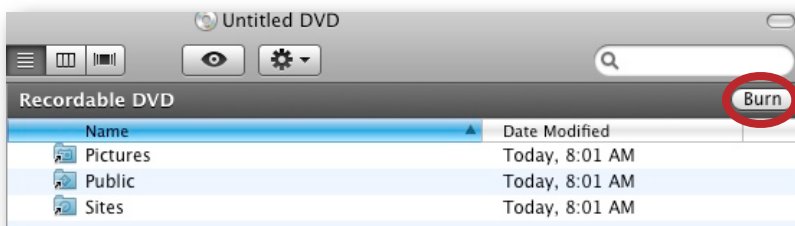
- Double-click the DVD icon on your desktop

### Step 3: Drag your data to the blank DVD



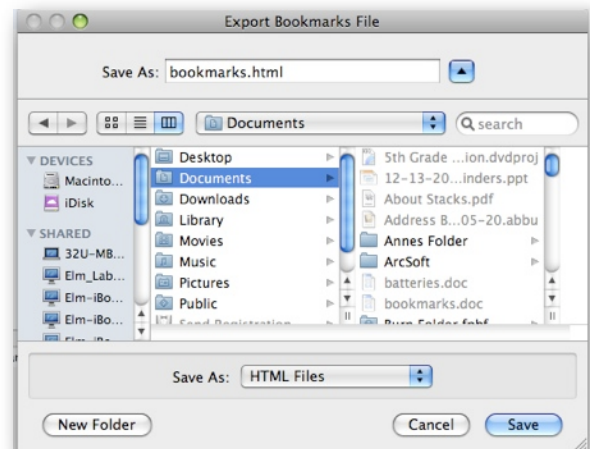
See page 8 for notes about disc size capabilities.

### Step 4: Burn the DVD



In the DVD window, click the Burn button to open the burn dialog window

- Enter a practical name in the Disc Name field (i.e. something that identifies what this disc is like “Venchus 2008-09”)
- Click Burn



A message will appear indicating the status of writing to the disc and then verifying the burn was successful.